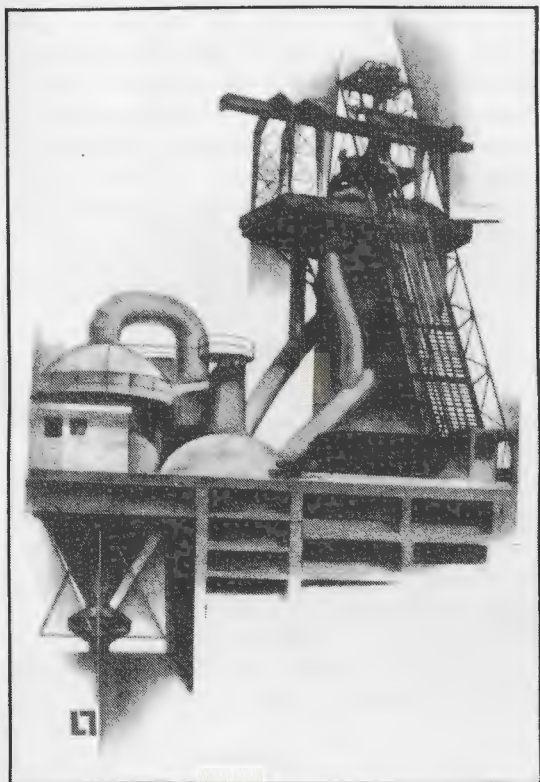


# Mid-Atlantic Regional Archives Conference

*Documenting Culture in a  
Technological Age*



Courtesy Allentown Art Museum

## FINAL PROGRAM

Spring 1988 Meeting  
April 28-30  
Allentown Hilton  
Allentown, Pennsylvania

## DOCUMENTING CULTURE IN A TECHNOLOGICAL AGE

MARAC and the Lehigh Valley are a fortunate combination, especially at this period of development of technologies which will affect archival practices for years to come. Archivists are becoming increasingly aware of the advances in technology to preserve, maintain, and make available for use the culture of our society as reflected in its archives. Using the Lehigh Valley as a backdrop with its various industries which have played a part in the development of that culture, we chose as the theme for the 1988 spring meeting "Documenting Culture in a Technological Age." By bringing together the archivist, the region, and the available technologies, we hope that participants in the conference will gain not only a better understanding of current archival practices but also an awareness of those of the future.

### PROGRAM

#### THURSDAY, APRIL 28

8:30 am - 5:30 pm **Registration.** *Hotel Lobby*

9:00 am - 5:00 pm **Pre-Conference Workshop.**

#### **THE ARCHIVAL HEDGE: RECORDS MANAGEMENT AND MICROGRAPHICS**

*Springfield*

**Gregory Hunter, CRM** — Manager of Corporate Records and Micrographics, ITT Corporation

Knowledge of records management and micrographics can serve as an "archival hedge" against the destruction of permanently valuable records; against the deterioration of records retained on paper; and against archival isolation within an institutional bureaucracy. The purpose of this all day workshop is to introduce archivists to the basics of records management and micrographics and to illustrate how these elements can become part of an archival program.

Preregistration required. Enrollment limited to 20. Fee: \$25.00

Thursday, April 28

10:00 am - 4:30 pm **Pre-Conference Workshop.**

**DESCRIPTION: AN INTEGRATED SYSTEM**

*Somerset*

**Susan E. Davis** — New York Public Library

**Robert Sink** — New York Public Library

Description is a function that occurs during most aspects of archival work. Each repository should create a descriptive system that serves to enhance accessioning, arrangement, collection description, reference, and outreach. This workshop will emphasize the development of an integrated descriptive system, the creation of good finding aids, and the use of description in improving access and use of archival holdings. Applications for both textual and non-textual records will be covered. The use of automated techniques will be included but the assumption of this workshop is that the basic principles of good description are the same in both automated and manual systems.

Preregistration required. Enrollment limited to 20. Fee: \$25.00

12:30 pm - 5:00 pm **Pre-Conference Workshop.**

**ARCHIVAL FUNDAMENTALS: APPRAISAL**

*Harvest*

**James M. O'Toole** — University of Massachusetts at Boston

This workshop is intended for archivists with some training and experience, but who feel the need to focus their attention on the area of appraising records in an archival setting. The workshop will examine traditional approaches to appraisal, as well as more recent developments, with a view to highlighting practical approaches to a number of appraisal issues. The workshop will be concerned principally with appraising institutional records, and it will also include an overview of how appraisal theory may be applied to formulating collection development policies or documentation strategies, and to collection management generally. This workshop is part of SAA's Education Program. See SAA flyer for further information and registration instructions.

Preregistration required. Enrollment limited to 30. Fee: \$45.00

## Friday, April 29

### 1:30 pm **Bethlehem Tour/Dinner at the Sun Inn**

Preregistration required. Limited to 20. Fee: \$15 plus cost of dinner

### 1:30 pm **Easton Tour/Dinner at Herman Simon Mansion**

Preregistration required. Limited to 20. Fee: \$15 plus cost of dinner

### 2:30 pm **MARAC Publications Committee Meeting** *Evergreen*

### 2:45 pm **Allentown Walking Tour/Wine and Cheese** Preregistration required. Limited to 20. Fee: \$5.00

### 5:30 pm **MARAC Steering Committee Meeting** *Evergreen*

9:00 pm - 11:30 pm **Hospitality Suite. Room 201**

## FRIDAY, APRIL 29

7:30 am - 4:30 pm **Registration. Hotel Gallery**

7:45 am - 8:30 am **Coffee & Moravian Sugar Cake.**  
*Maple Walk*

8:00 am - 5:00 pm **Exhibits. Hotel Gallery**

8:00 am - 8:30 am **New Member Welcome. Evergreen**

8:15 am - 10:00 am **Continuation of Pre-Conference Workshop. Archival Fundamentals: Appraisal.**  
*Harvest*

8:30 am - 10:00 am **Concurrent Sessions**

### 1. **NEW DESCRIPTIVE FORMATS**

*Ballroom A*

This session will critically examine two examples of automated descriptive formats now being planned and tested at the New York State Archives and the National Archives and Records Administration respectively. The formats use data element fields to facilitate records description and information retrieval. The speakers will focus upon the data elements as well as upon the long-term effects these new formats will have upon archival description.

Frank G. Burke (Chair/Commentator)

National Archives and Records Administration

Friday, April 29

Sharon Gibbs Thibodeau  
National Archives and Records Administration  
Kathleen Roe  
New York State Archives

**2. THE ORAL HISTORY INTERVIEW:  
EXAMPLES FROM MEDICINE AND  
INDUSTRY**

*Springfield*

Session participants will discuss various aspects of the oral interview from the context of their own projects in medicine and industry. Sandra Chaff's talk is titled, "Interviewing Women Physicians," and Frank McKelvey's, "Industrial Workers Along the Brandywine: Interview Techniques and Results." Speakers will use slides and excerpts from interviews to illustrate their presentations and as a basis for audience participation. Chairing the session is Peter Gottlieb, the author of *Making Their Own Way: Southern Blacks' Migration to Pittsburgh, 1916-1930*.

Peter Gottlieb (Chair/Moderator)  
Pennsylvania State University

Sandra Chaff  
The Medical College of Pennsylvania

Frank McKelvey  
Hagley Museum and Library

**3. IS THERE A NEED FOR GENEALOGICAL  
GUIDES?**

*Somerset*

This roundtable discussion will explore the viability of the production of genealogical guides by archival institutions. On the panel is a representative from an institution who produced such a guide, a representative from an institution who questions the need for such an endeavor, and finally there is a professional genealogist who will give his views on what should be in such a guide. Since this is a roundtable discussion, no formal papers will be presented and the panelists hope that the audience will contribute to the exchange of ideas, problems, and pitfalls, success and failures of printing genealogical guides.

Friday, April 29

Robert J. Plowman (Chair)

National Archives and Records Administration —  
Philadelphia Branch

Robert M. Dructor

Pennsylvania Historical and Museum Commission

Christopher Fritz

Lancaster County Historical Society

Clifford Ocheltree

Hatboro, Pennsylvania

**4. CERTIFICATION FOR ARCHIVISTS:  
WHERE WE STAND**

*Ballroom B*

A panel representing SAA Council and the Interim Board for Certification will report on the status of the certification initiative and respond to questions about the Board's certification plan.

Edie Hedlin (Chair/Participant)

National Archives and Records Administration

Edmund Berkeley, Jr.

University of Virginia

Paul Chestnut

Library of Congress

10:15 am - 11:45 am **Concurrent Sessions**

**5. USING PRIMARY SOURCE MATERIALS IN  
THE CLASSROOM**

*Evergreen*

This session will examine how three Philadelphia repositories use archival and manuscript materials, in conjunction with artifacts and neighborhood resources, to produce educational programs for teaching American history to grades K-12. Panelists from the National Archives — Philadelphia Branch and the Balch Institute for Ethnic Studies will discuss their teachers' inservice workshop "Studying Immigration History Through Primary Source Materials and Artifacts." The panelist from The Historical Society of Pennsylvania will introduce the audience to a variety of successful programs she has developed.

Stanley Arnold (Chair)

Afro-American Historical and Cultural Museum

Friday, April 29

Shawn Aubitz

The National Archives and Records Administration  
— Philadelphia Branch

James Turk

Balch Institute for Ethnic Studies

Cynthia Little

The Historical Society of Pennsylvania

## **6. COUNTY ARCHIVAL PROGRAMS IN PENNSYLVANIA**

*Springfield*

This session will describe the creation and growth of two Pennsylvania county government archives and records management programs. These programs are representative of the diversity among local government records programs, in that one is an example of a cooperative effort between a county historical society and the administrative branch of county government, while the other offers a view of a program sponsored by the county judiciary. Participants will focus on obstacles they faced and provide advice to session attendees on what to expect when establishing and managing a county archives and records management program.

Frank M. Suran (Chair)

Pennsylvania Historical and Museum Commission

Lois A. Wallauer

Schuylkill County Court

Laurie Rofini

Chester County Archives & Records Services  
Department

## **7. MICROCOMPUTER SOFTWARE IN SMALLER ARCHIVES**

*Ballroom A*

This session will provide an evaluation from the user's point of view of the software programs MARCON, INMAGIC, and MicroMARC: amc. The three speakers will discuss why the program was selected for their repository, what archival functions are being performed, and whether the goals and objectives of the automation program are being fulfilled.

Elaine Engst (Chair/Commentator)

Cornell University

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Michelle Cotton

Corning Glass Works Corporate Archives

Judith Johnson

Salvation Army Archives

John Aubry

Library, The College Board

## 8. **LIMITING ACCESS: AN ETHICAL DILEMMA**

*Harvest*

Generally, archivists want to provide full and immediate access to the materials they collect. However, circumstances sometimes dictate otherwise. Using case studies, this session focuses on some ethical dilemmas that cause archivists who administer non-governmental records to return or destroy materials, close or restrict the use of collections, or limit access to certain researchers.

Ruth J. Simmons (Chair/Participant)

Rutgers University

Robert Morris

National Archives and Records Administration —  
New York Branch

Nancy McCall

Johns Hopkins University

12:00 noon - 1:30 pm **Luncheon. Ballroom C-D**

**Luncheon Address: Brent D. Glass, Executive  
Director  
Pennsylvania Historical and Museum  
Commission**

1:45 pm - 3:15 pm **Concurrent Sessions**

## 9. **TECHNOLOGY APPLICATIONS IN ARCHIVES**

*Ballroom A*

There are many new technologies available to archival institutions and many that are being designed and tested. The National Archives and Records Administration is actively engaged in developing and implementing many of these new technologies. In this session, representatives from NARA's Archival Research and Evaluation Staff will focus upon these and their application to archival programs. Bill Hooton's presentation concerns the Optical Digital Image Storage System (ODISS)



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Project, and Marie Allen's is on technologies for the conversion of archival materials.

Charles Dollar (Chair/Commentator)

National Archives and Records Administration

Bill Hooton

National Archives and Records Administration

Marie Allen

National Archives and Records Administration

## 10. DOCUMENTING ETHNIC COMMUNITIES

*Evergreen*

Twenty years after the beginning of the ethnic revival, efforts to document American ethnic life remain episodic. The panelists represent three different institutional approaches to developing and maintaining ethnic archival programs. They will discuss their respective organizational contexts and will describe successful collecting strategies.

R. Joseph Anderson (Chair)

Balch Institute for Ethnic Studies

Nannette Clark

Afro-American Historical and Cultural Museum

Lily G. Schwartz

Philadelphia Jewish Archives Center at the Balch Institute

George D. Tselos

Greek-American Historical Documents Project,  
Queens College

## 11. RESEARCHERS' PERSPECTIVES ON THE RECORDS OF SCIENCE AND TECHNOLOGY

*Springfield*

The records of modern science and technology have recently been the object of much interest within the archival community. New theories of appraisal have emerged which are certain to effect the research opportunities of the future. But how are researchers faring now? A panel of historians, including the incoming president of the Society for the History of Technology and two representatives of Lehigh University's new Ph.D. program in the history of technology, will address

## Friday, April 29

this question, illuminating it with examples from their own experience.

William A. Deiss (Chair)

Smithsonian Institution

John Smith

Lehigh University

Gail Cooper

Lehigh University

Bruce Sinclair

University of Toronto

### 12. GUARDING AGAINST THE ULTIMATE THREAT TO PRESERVATION: THEFT

#### *Harvest*

Speaking out of personal experience with this subject, two panel members will review all security procedures which should be observed in archival facilities as well as legal and legislative measures with which archivists should be conversant. Another panel member will review security programs and measures which are in operation in other organizations in the library world.

Mary B. Bowling (Chair/Commentator)

Edison National Historic Site

William B. Keller

George Washington University

Karen A. Stuart

Maryland Historical Society

3:30 pm - 4:15 pm **Plenary Session.** *Ballroom A-B*

**Welcome: Karen D. Paul**

**MARAC Chair**

**Address: Don W. Wilson**

**Archivist of the United States**

4:30 pm - 5:15 pm **MARAC State Caucus Meetings**

Delaware - *Room 201*

District of Columbia - *Ballroom A*

Maryland - *Springfield*

New Jersey - *Evergreen*

New York - *Ballroom B*

Pennsylvania - *Harvest*

Virginia - *Somerset*

West Virginia - *Room 202*

## Saturday, April 30

5:30 pm - 7:30 pm **Reception at the Allentown Art Museum**

9:00 pm - 11:30 pm **Hospitality Suite. Room 201**

## SATURDAY, APRIL 30

7:30 am - 10:00 am **Registration. Hotel Gallery**

7:45 am - 9:30 am **Breakfast/Business Meeting**  
*Ballroom C-D*

9:45 am - 11:15 am **Concurrent Sessions**

### 13. EDUCATION FOR ARCHIVISTS: WHERE WE ARE AND WHERE WE'RE GOING

*Ballroom A*

This session will provide information on current programs in archival education and training, both in academic institutions and in workshops offered by a variety of organizations and institutions. The speakers will analyze strengths and weaknesses of our present system and also consider problems and prospects for the profession in the years ahead, giving particular attention to the plans for the certification of individual archivists soon to be implemented by the Society of American Archivists. The session should be particularly valuable for beginning archivists.

Frank B. Evans (Chair/Commentator)  
National Archives and Records Administration

Timothy L. Ericson  
Society of American Archivists

Fredric Miller  
Temple University

### 14. PRESERVING THE PENNSYLVANIA-GERMAN RELIGIOUS HERITAGE

*Evergreen*

The cultural heritage of many Germans emigrating to eastern Pennsylvania is bound up in their religious beliefs, and it is therefore imperative that their religious records be preserved and maintained if that heritage is to be understood. The participants of this session will document some of the diverse religious records held in specialized depositories of the region.

Saturday, April 30

John Peterson (Chair/Participant)

Lutheran Archives Center

Vernon Nelson

Moravian Archives

Peter C. Erb

Schwenkfelder Library

**15. OUT OF THE ARCHIVES AND INTO THE  
CLASSROOM: OUTREACH PROGRAMS IN  
ACADEMIC REPOSITORIES**

*Harvest*

This session will focus on ways in which the archivist can foster the use of archival and manuscript materials in teaching. Emphasis will be on the more formal mechanisms, such as course-integrated instruction. Representatives from a manuscripts repository, a university archives, and a college special collections will share their experiences.

Charlotte B. Brown (Chair/Commentator)

Franklin and Marshall College

Ellen G. Gartrell

Duke University

Leon J. Stout

Pennsylvania State University

**16. DOCUMENTING A TRANSITORY EVENT IN  
THE ARTS**

*Springfield*

Three archivists will each focus on an event in dance, music and art discussing how the repositories they represent can provide resources on these happenings and how their modes of arrangement and description make this information easily accessible to researchers.

Maygene Daniels (Chair/Participant)

National Gallery of Art

Leslie Hansen Kopp

The Conservation Consortium

Elizabeth Schaaf

Archives of the Peabody Conservatory of Music

11:30 am - 1:00 pm **Concurrent Sessions**

Saturday, April 30

**17. NEW STRATEGIES IN DOCUMENTING THE HISTORY OF EDUCATION**

*Evergreen*

College and University Archives have been the traditional bastions for research in higher education but the preservation of records in public education has been more hit and miss. An historian of education will discuss his research project concerning nineteenth-century student papers in C & U Archives and comment on his findings there. New archival strategies are called for in the repository which houses such major collections as the records of the New York City Board of Education. The results of a survey to locate collections on the history of education in one state may shed new light on hitherto untapped records in our region.

David Ment (Chair/Commentator)

Teacher's College, Columbia University

Jan Blodgett

Dickinson College

John Ramsay

Dickinson College

**18. KNOW YOUR RESEARCHER: THE ON-LINE PATRON REGISTRATION SYSTEM AT THE PENNSYLVANIA STATE ARCHIVES**

*Harvest*

This session will deal with getting to know researchers and their needs by the implementation of a computer on-line patron registration system. The speakers will describe how the system was established and how changes are programmed into that system. Also, information obtained from the survey form, which is filled out by every researcher, will be discussed, as well as the reports generated from the information provided on those forms. It will be shown how conclusions drawn from these statistical reports can be used as a tool to identify the types of patrons using the records, their research needs, and to properly direct the services provided to them.

Kathleen Roe (Chair)

New York State Archives

Robert M. Dructor

Pennsylvania Historical and Museum Commission

Jonathan R. Stayer

Pennsylvania Historical and Museum Commission

Saturday, April 30

**19. PRESERVATION OF ARCHIVAL  
MATERIALS**

*Ballroom A*

This session will compare and contrast the methods of preservation and conservation used in archives with those used in libraries. The difference in perspective because of the volume of material and the value of the individual items will be considered. The participants, who have experience in both types of organizations, will expand on techniques, problems, and solutions.

Dorothy L. Cieslicki (Chair)

Lafayette College

C. Lee Jones

Mid-Atlantic Preservation Service

Anne R. Kenney

Cornell University

Robert Strauss

Conservation Center for Art and Historic Artifacts

**20. SALVAGING OUR INDUSTRIAL  
HERITAGE: NEW TEAMS AND NEW  
TACTICS**

*Springfield*

Many communities are losing important manufacturing and other types of industrial companies due to mergers and general economic decline. Archival repositories must salvage some of these corporate records to have any chance to preserve a balanced history of their area. But which companies and which records? This session argues (1) that any rational process to identify the most important firms to be salvaged should include the views of people outside the archival profession; and (2) that traditional archival theory has to be modified when faced by the special structural and functional characteristics of modern businesses.

Richmond Dean Williams (Chair/Commentator)

Consultant/Appraiser

David L. Salay

Pennsylvania H.I.R. Survey, Anthracite Museum  
Complex

Christopher T. Baer

Hagley Museum and Library

## **PROGRAM COMMITTEE**

Robert E. Coley, Millersville University of  
Pennsylvania (Chair)  
Eleanor M. Barr, Swarthmore College  
Dorothy Cieslicki, Lafayette College  
William H. Davis, National Archives and Records  
Administration  
Nancy L.P. Fortna, National Archives and Records  
Administration  
David Hedrick, Gettysburg College  
N. Claudette John, CIGNA Corporation  
Robert J. Plowman, National Archives and Records  
Administration, Philadelphia Branch  
Diane Windham Shaw, Lafayette College  
Martha C. Slotten, Dickinson College (Emerita)  
Carol M. Spawn, Academy of Natural Sciences of  
Philadelphia

## **LOCAL ARRANGEMENTS COMMITTEE**

Diane Windham Shaw, Lafayette College (Chair)  
Barbara Bailey Bauer, Easton Area Public Library  
David Glenn, Academy of the New Church  
June Griffiths, Lehigh County Historical Society  
Philip A. Metzger, Lehigh University  
Pamela S. Narbeth, Lafayette College  
Vernon Nelson, Moravian Archives  
Carol Rusk, Allentown Art Museum  
Mary Catherine Smith, Historic Bethlehem, Inc.

## **EXHIBITORS**

Archivart  
Automation Dynamics, Inc.  
Conservation Resources International, Inc.  
Light Impressions  
Mid-Atlantic Preservation Service  
Taylor Made Company

## **SPECIAL THANKS**

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Lehigh University  
Mid-Atlantic Preservation Service  
Pohlig Bros., Inc.

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